

## Lown 002 Auditorium TEC classroom, level A

No access code needed



*This room utilizes two data projectors, focused on ceiling-mounted electric screens, with full touch panel control.*

### Activating the system & displaying sources

- On the **Crestron** touch panel, touch anywhere on the Welcome Screen to access controls. If the panel is dark (sleep mode) simply touch anywhere to wake it up.
- Across the top of the touch screen, you will find your sources: **PC** (an installed instructor pc), **Laptop-HDMI**, **Laptop-VGA**, **Document Camera**, **BluRay/DVD** player, and **Rack**-mounted auxiliary inputs.
- Press the source you wish to display, for example: **Laptop-VGA**.
- Next, press your preferred destination, **SCREEN A**, **SCREEN B**, or **BOTH**. The screens will lower and the projectors will power automatically. *Note the warm-up screen while projectors initialize.*
- The system allows users to display two different sources simultaneously. Volume will follow the most recent source selected.
- **Volume levels** from any source may be controlled by pressing the **VOLUME arrows** on the right-hand side of the touch panel.
- *Make sure all rack items are powered ON for proper performance. Rack is located under the lectern.*



### Displaying PC, laptops

- An **Instructor PC** is installed in the equipment rack inside the lectern. Press **PC** to display it, followed by **SCREEN A**, **SCREEN B**, or **BOTH**. Keyboard and mouse are stored on a keyboard shelf at lectern. A wireless mouse is available on top of the lectern.
- PC LOGON: *\*Log in using your UNET name and password.\**
- A local **PC monitor** is on your left as you face the lectern.
- **Laptop cables** are permanently connected at the lectern. Select the  
VGA  or HDMI  cable, connect & turn on your device.  
*N.B. Users should bring DisplayPort and Mac adapters.*
- Next, press the appropriate **Laptop** button followed by your destination, **SCREEN A**, **SCREEN B**, or **BOTH**.
- *Note image adjustment and black out buttons on the touch screen.*



### Playing DVDs or Blu-ray discs

- The Blu-ray player is stored in the equipment rack at the lectern.
- Insert your DVD or Blu-ray disc as appropriate.
- Press the Blu-ray / DVD button on the touch panel followed by **SCREEN A**, **SCREEN B**, or **BOTH**.
- N.B. Disc controls will be found on the touch panel pop-up page. Minimal controls are available on board the player itself.

### Playing Audio

Audio may be played in many ways: by connecting your mobile device to the Rack-mounted iPod input, by playing a discs in the Blu-ray DVD player, or by discs or files on installed PC or your own laptop.

1. You can ccess the equipment rack under the lectern.
2. Insert your CD into the player of choice.
3. Press the appropriate source button on the touch panel.



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## Using the Document Camera

- A document camera is located at desk level on the Instructor Lectern. The camera arm can be raised or lowered with one finger, pulling up at the half-way junction of the arm.
- Press the Document Camera button on the touch panel followed by **SCREEN A**, **SCREEN B**, or **BOTH**. The upper lamps should be raised into place first.
- Document Camera controls will be found on the touch panel pop-up page as noted in the adjacent image. Additionally, controls are available on board the device itself.
- **Power:** located on the back left side of the unit, or on the touch panel.
- **Light, Zoom, Focus, Rotate controls** are located on the camera head of the unit.



## Using Rack Auxiliary Inputs

Press the Rack Input Plate button to display devices connected to the Rack Input Auxiliary Plate. Your choices will be evident on the ensuing touch panel pop-up page, e.g. legacy video devices and portable media.



## Using Microphones

### Lectern-mounted microphone:

1. This is located directly on the lectern. It should always be in the "on" status, though you can mute microphones on the touch panel.
2. Speech volume levels can be controlled using the SPEECH VOLUME arrows on the touch panel.

### Wireless microphones:

1. Remove the wireless microphones from storage, adjacent to the equipment rack inside the Instructor Lectern.. You can use both the clip on lavalier and the handheld wireless microphone simultaneously.
2. Turn the microphone's power switch **ON**. Adjust room volume the as noted above. **Turn OFF microphones and return to storage when finished.** Spare batteries are kept in storage area.

**Additional microphones** can be added at the rack input plate.



## Assisted Listening

One unit is available in storage area. Additional units are available by request. Contact Media Technology Services (781) 736-4632 for assistance if assisted listening devices.



## Lighting Controls

*Lighting levels are controlled using the white control panel on the instructor lectern. There are (4) zones, as noted on the lectern. Plus general "up" and "down" controls for overall lighting levels. Contact Facilities Services (781) 736-3000 for assistance w/lighting.*



## **\*When Finished\* -- IT IS IMPORTANT TO BE SURE YOU HAVE TURNED OFF THE PROJECTORS!**

Press the SYSTEM OFF button on the touch panel. Confirm **POWER DOWN** on the next pop-up page. Please help preserve valuable lamp life!

